



JOB POSTING

Program Specialist 3

INTERIM APPOINTMENT

(INTERIM APPOINTMENT EXPIRES SEPTEMBER 30, 2017)

On Monday, October 29, 2012, Superstorm Sandy hit New Jersey, resulting in a level of damage never before experienced in this state. The Disaster Relief Appropriations Act (HR152) provided \$16 billion in funding to the Department of Housing and Urban Development (HUD) *Community Development Block Grant Disaster Recovery (CDBG-DR)* program; an initial allocation of \$1,829,520,000 was made to New Jersey. It is expected that there will be additional allocations of CDBG-DR to New Jersey by the HUD Secretary. The New Jersey Department of Community Affairs (DCA) will administer the CDBG-DR funds allocated to New Jersey to rebuild homes, businesses, and infrastructure impacted by Superstorm Sandy.

The DCA is seeking a Program Specialist 3 to serve in the Sandy Recovery Division. A new interim division is to begin operations immediately and expected to remain operational through September 30, 2017.

POSTING NUMBER:	HR- 0049	ISSUE DATE:	April 4, 2013
TITLE:	Program Specialist 3	CLOSING DATE:	April 18, 2013
DIVISION / UNIT:	Sandy Recovery Division	SALARY RANGE:	R26: \$62,935.36 - \$71,801.56
LOCATION:	101 South Broad Street Trenton, New Jersey	DISTRIBUTION:	STATEWIDE
POSITIONS:	21		

DESCRIPTION OF MAJOR DUTIES:

Under the general supervision of a Program Specialist 4 or other supervisory officer in a state department, institution or agency, or in a local jurisdiction, may directly supervise professional and/or technical staff engaged in program activities, or performs the more complex and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various programs and services administered by the Department of assignment; conducts the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.

REQUIREMENTS:

EDUCATION

Graduation from an accredited college or university with a Bachelor's degree

EXPERIENCE

Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0049
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer